



## **ECFiler Update**

January 2007

### **Mandatory Electronic Filing, Immediate Notification, Corrected/Corrective Entries, Common Errors, Withdrawal of Documents, Amended Matrix, Questions, and Court Liaison**



**CM/ECF is mandatory!** The Bankruptcy Court for the Western District of Oklahoma now requires electronic filing of all pleadings and other documents filed by attorneys. If an attorney you know has not received their CM/ECF certification, the attorney can log onto the Court's webpage, [www.okwb.uscourts.gov](http://www.okwb.uscourts.gov), to obtain information on training and certification.



Effective March 1, 2007, any certified electronic filer can choose to receive **Immediate Notification** of all filings in CM/ECF. You can make this change on March 1, 2007, by logging onto CM/ECF and selecting Utilities. Step-by-step instructions are attached as a PDF.



#### **How do I Withdraw a Document?**

Withdrawing a document is sometimes required by a Corrective Entry. For example, if an incorrect event is used for filing a pleading, an attorney will be asked to withdraw the pleading and refile it correctly. To withdraw a document, follow these steps:

1. Prepare a pleading to withdraw the filed document stating the reason for the withdrawal. For example, the withdrawal might state that the pleading is being withdrawn pursuant to a Corrective Entry docketed by the Court on (date).
2. Convert the pleading to withdraw to a PDF.
3. Save this PDF to your computer.
4. Logon to CM/ECF.
5. Select Bankruptcy or Adversary (depending on the pleading being withdrawn).
6. Select Other.
7. Select Withdrawal of Document. Click Next.

8. When required, attach the PDF of the withdrawal document that you prepared.
9. Link to the Incorrect Document (the document that is being withdrawn) and NOT to the Corrective Entry.
10. Enhance the text, if necessary.
11. Click Next to commit the transaction.
12. Check the Docket Report to ensure that the withdrawal is correctly filed.
13. File the Corrected/Amended pleading.
14. **DO NOT** file a Withdrawal using a Motion event!



The docket entry, **Court Correction**, replaces the event formerly known as Corrected Entry. Court Correction is used when a Court user corrects an incorrect docket entry. Court Correction requires NO ACTION by an attorney. This docket entry may be recognized by the words Court Correction in blue at the beginning of the docket entry.



The docket entry, **Corrective Entry**, DOES require action by an attorney. Corrective Entry is used when an attorney must correct a filing. This docket entry may be recognized by the words Corrective Entry at the beginning of the docket entry and the entire entry appears in blue text on the docket. Attorneys usually are given 72 hours to comply with a Corrective Entry. If the correction is not made, the attorney receives an email reminder and a deadline to make the correction by the close of business. If the correction is not made, the pleading or docket entry may be stricken by the Court pursuant to General Order.



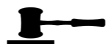
Some of the most **Common Errors** that the Clerk's Office see are:

- ✓ Filing the B 21 without the debtor's original signature
- ✓ Attaching the incorrect PDF to a docket entry
- ✓ Choosing the wrong event for docketing the pleading
- ✓ Filing the Employee Pay Records (Pay Advices) without a Cover Sheet
- ✓ Failure to use the correct electronic signature
- ✓ Failing to docket a Notice of Hearing, when required
- ✓ Failing to file the Certificate of Credit Counseling separately from Exhibit D
- ✓ Failing to docket a Motion twice if the Motion includes two separate requests for relief and a CM/ECF combo event is not available (e.g. An Objection to Claim combined with a Motion to Determine Value must be docketed twice)

- ✓ Selecting the wrong year when docketing a hearing
- ✓ **PLEASE REMEMBER: The signature on the filed document MUST match the login of the user filing the document.**



Please **contact the assigned Case Administrator** if you have questions concerning activity in a case. Cases are assigned to case administrators by case number. If you need to know which case administrator to contact, please see the attached listing of case administrators, assigned case numbers, and telephone numbers. The CM/ECF Help Line, 405 609-5719, is available to answer training, certification, and connectivity questions during regular Court business hours.



If a case that was not filed electronically is **Reopened**, the filer will be asked to **Upload the Creditors**. The creditors of a case opened prior to implementation of ECF may not be available in the reopened case. If the creditors are not reflected on the docket, you must upload the creditors. Creditors are uploaded in a reopened case in the same way that creditors are uploaded in a new case. Creditors must be uploaded using a text formatted document.



The Court has named **Anita Van Cleef** as **Liaison to the Bar**. Ms. Van Cleef is available to assist attorneys who encounter problems with the Court Clerk's office or staff. Ms. Van Cleef may be reached at 405 609-5777.



**Where's my Free Look?** To receive your free look at a filing, click on the number of the document, not the case number. Clicking the case number takes the user directly to PACER.



#### **New Case Filings**

When filing a new case electronically for the first time, please check with a Trainer by calling the Help Line at (405) 609-5719 to ensure all pleadings are correctly filed.



#### **Pay.gov changes**

Please see the attached information from the Administrative Office of the U.S. Courts.



**Reaffirmations filed electronically** are considered signed because the use of an attorney's CM/ECF login and password are considered the attorney's signature.